



Local Education Agency Guidance for Virtual or Remote Instruction Plan for the 2023-2024 School Year

The New Jersey Department of Education (Department) is providing the following guidance pursuant to *N.J.S.A. 18A:7F-9(c)* and *N.J.A.C. 6A:32-13.1* and *13.2*, to assist LEAs in the development of their annual virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the Plan and list the corresponding Plan page number, or mark "no" if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked "no."

By July 31 annually, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for the coming school year, along with this form to their County Office of Education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

LEA Checklist for Virtual or Remote Instruction Programs

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the [County Office of Education](#).

Contact Information

County:

Name of District, Charter School, APSSD or Renaissance School Project:

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Phone Number of Contact:

Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students' varied and age-appropriate needs are addressed?			
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.			
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?			
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?			

Notes on Equitable Access to Instruction



Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?			
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?			
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?			
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?			

Notes on Special Education Needs



Addressing English language learners (ELL) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?			
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?			
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?			
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?			

Notes on Supporting ELL Educational Needs



Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?			
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?			

Notes on Attendance Plan

Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?			

Notes on Safe Delivery of Meals



Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?			

Notes on the Facilities Plan Other

Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities			
b. Social and emotional health of staff and students			
c. Title I Extended Learning Programs			
d. 21 st Century Community Learning Center Programs			
e. Credit recovery			
f. Other extended student learning opportunities			
g. Transportation			
h. Extra-curricular programs			
i. Childcare			
j. Community programming			

Notes on Other Considerations



APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts? Yes No

Notes on APSSD Sharing Plans

Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.			

Notes on Essential Employees

Board Approval

Date of board approval (mm/dd/yyyy):

Notes on Board Approval

Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes No

2. Link to website:

New Road School of Ocean County

Remote Instruction Plan



July 27, 2023

Context

On Thursday, March 5th, 2020, a NJDOE Broadcast was initiated in which school districts were informed that in the event of a mandated close of school due to the potential spread of a contagious virus named COVID-19, remote instruction would be considered appropriate educational services and count towards the required 180 days of attendance.

A plan was assembled to provide a framework for maintaining essential functions and services during an inevitable elongated school closing.

In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, our school must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. While COVID-19 is officially over, a remote plan is still necessary and required by the NJ Department of Education. The pandemic plan was revised and molded into a Remote Instruction Plan, which was created in July of 2023 for the 2023-2024 school year.

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Chain-of-Command to Carry Out Remote Instruction Plan

Primary: Annette Hockenjos, MA, Executive Director

Secondary: Mary Anne McStavick, MBA, Business Manager

Tertiary: Diane O'Donnell, MS, Principal of New Road, Ocean

Quaternary: Carol Ferguson, PhD, Supervisor of Personnel/Staff Development of New Road, Ocean

E-Learning Plans

General Procedures for Remote Learning Days

Teachers will utilize Google Classroom, design and upload daily assignments for all subjects. Remote instruction is aligned with each student's Individualized Education Plans (IEPs). All assignments are differentiated and modified to meet the specific needs of the students and maximize student growth and learning. The virtual school day for students is 9am-2:30pm.

Teacher Procedures:

- From 8:15am - 3:15pm all staff will be available for students and families to contact virtually as needed using email and Google Classroom.
- For the first two weeks, all work will be assembled in folders and organized for student completion. Backpacks will be sent home with materials as well as the folders. All work should also be uploaded in the Google folders that have been shared with you.
- Teachers will send home instructions to parents on accessing Google Classroom, students currently use Google Classroom and know how to do this.
- By 9:00am each day, the teacher will post the daily assignments for the class using a Google Classroom. The teacher should include the daily special in their plan so that parents and students can visit that teacher's Google Classroom for the daily assignment (example: Today is Art! Please visit Ms. Park's Google Classroom for today's activity.)
- From 9:00am - 12:30pm faculty and staff will be supporting students working on daily assignments in mathematics and language arts, preferably using Google Meet or Zoom. Students should be completing assignments during this time. 12:30pm - 1:00pm will be considered "lunch" for all students and faculty. From 1:00 - 2:30pm, faculty and staff will be supporting students in their afternoon classes. The school day for students ends at 2:30pm. From 2:30pm-3:30pm, faculty will prepare their lessons for the next day, answer emails, and utilize Zoom or Google Meet and other technology to work collaboratively with other teachers and other specialists to ensure all student needs are met.
- Teachers will be available to answer parent emails daily.
- In the case that a teacher is ill and must use a sick day, it will be posted on their Google Classroom by 9am on the day of the absence in which a proxy will be assigned to conduct the lessons for that day.
- In the case that a teacher has a power loss, he/she should communicate that directly to the principal as soon as possible and a proxy will be assigned to conduct the lessons for the day.
- Lesson plans will be created and posted in Google Docs and shared with administration in a Google Drive lesson plan folder.
- Assessment and monitoring of understanding for remote learning will look different than in a traditional classroom, but teachers are responsible for monitoring and documenting student completion of assignments and participation in collaborative learning.
- Teachers will provide specific and detailed instructions about the assignments that will include:
 - Objective/Purpose of assignment; description of the tasks including directions and resources required to complete the assignments; due dates.

- Teachers should look to utilize all instructional platforms in which the school has purchased and implemented. Teachers should not enroll students in new instructional resources without the express permission from the Supervisor of Personnel/Staff Development.
- The use of Google Meet or Zoom is highly recommended to increase the student/teacher engagement with remote learning.
- Students may be asked to complete a variety of learning tasks that are included in the instructional learning plan found later in this document.
- Attendance will be reviewed by school administration. A separate follow-up plan for administration will be created to support daily attendance and participation in learning.
- By 3:15pm each day, the staff member will add a “summary of the day” on the Google Doc shared with them. If no summary is submitted, the teacher will be contacted to determine if it was an oversight or absent for that day.
- Administration will coordinate with sending school district for evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings, which will be rescheduled or conducted virtually.

Therapists/Social Workers Procedures

- From 8:15am - 3:15pm all staff will be available for students and families to contact virtually as needed. 12:30pm - 1:00pm will be considered “lunch” for students and faculty.
- From 8:15am - 3:15pm Therapists/School Social Workers should be available for staff to communicate needs and provide support.
- School Social Workers should be available to communicate with parents as needed through school email and Google Classroom for students.
- School Social Workers should be monitoring the instructional activities of students that have been deemed academically “high risk.”
- At 3:15pm each day, the staff member should send a “summary of the day” by completing the shared Google Doc submitted daily to Admin. If no summary is submitted, the teacher will be contacted to determine if it was an oversight or absent for that day.

Instructional Learning Plan

All students will have access to Google Classroom and teachers will post daily lessons for students. Teachers will also utilize Zoom and/or Google Meet to deliver one-on-one, individualized instruction.

Students with Disabilities: New Road School is an approved private school for students with disabilities.

Remote instruction is aligned with each student's Individualized Education Plans (IEPs). All assignments are differentiated and modified to meet the specific needs of the students and maximize student growth and learning. All programs provide academic instruction aligned with the New Jersey Common Core Curriculum and reviewed and revised accordingly.

- IEP goals are tracked through individual lesson plans and the usage of the IEP Direct Program through Frontline. Teachers are responsible for the implementation of accommodations and modifications as per each individual student's IEP.
- District case managers contact families via email or telephone in order to ensure all IEP services are provided. Case managers also contact New Road School administration, teaching staff, and counselors in order to ensure that all IEP services are provided accordingly.
- School districts will contact New Road School to schedule virtual IEP meetings. Invitations are emailed to parents and all participants on the IEP team from New Road School.
- Speech Language Pathologists, Occupational Therapists, Physical Therapists, and Counselors will provide related services therapies to students through electronic communications, virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible.
- Our School Nurses will be available through multiple means of communication.

English Language Learners

- Meeting the needs of ELL students does not apply.

Daily Lessons will be posted in Google Classroom:

- Preschool (via Google Classroom and email)
 - o Letter/Sound/Number recognition and practice
 - o Practice fine motor skills (find activities)
- Grades K-2 (via Google Classroom and email)
 - o Language arts lessons utilizing Houghton Mifflin *Into Reading* Series
 - o Spiral practice
 - o Writing lessons
 - o Math lessons utilizing McGraw Hill *myMath*, workbook, worksheets and spiral review activities

- o Science lessons
- o SS lessons
- o Health/Physical Education lessons
- o Art lesson
- o Computer lessons
- o Therapies
- Grades 3-8
 - o Novels on grade level, student packet for novels and assignments
 - o Language arts lessons utilizing Houghton Mifflin *Into Reading* Series or Pearson *myPerspectives*
 - o Writing lessons
 - o Math lessons utilizing McGraw Hill *myMath* or *Course I, Course II*, Glencoe *PreAlgebra*, and spiral review activities
 - o Science lessons
 - o SS lessons
 - o Health/Physical Education lessons
 - o Art lesson
 - o Computer lessons
 - o Therapies
 - o Civics
- Grades 9-12
 - o Novels on grade level, student packet for novels and assignments
 - o Writing journal
 - o Math lessons Math lessons utilizing McGraw Hill *myMath* or *Course I, Course II*, Glencoe *PreAlgebra, Algebra, Algebra II, Geometry, Pre-Calculus*, and spiral review activities
 - o Science lessons utilizing Pearson *Conceptual Integrated Science*.
 - o SS lessons
 - o Health/Physical Education lessons
 - o Art lesson
 - o Computer lessons
 - o Therapies
 - o Career Education lesson
- Pathways
 - o Various learning activities in Google Classroom, support materials via iCEV Education (i.e. Professional Communication, Customer Service, Workplace Communication, Financial Literacy), PBS Learning, Khan Academy, videos, and audio files.
 - o Novel
 - o CBI
 - o Current Events
 - o Health/Physical Education lessons
 - o Art lesson
 - o Computer lessons
 - o Therapies
 - o Career Education lesson

Professional Development Plan for Teachers

- Training on the New Road School Remote Management Plan
 - Review Plan
 - State public health directives
- Chain of Command/Reporting to Direct Supervisors
- Instructional Planning and Preparation
 - Special Area Teachers
 - Therapists
 - Core Curricular Content Areas
- Google Classroom
- Google Meet and possibly Zoom
- Newsela
- Video on Demand (Khan Academy, PBS Learning)
- Online teaching resources (Savvas, ConnectEd, Houghton-Mifflin, Wri-Q, IXL, Write Source, Scholastic, iCEV, Kahoot, Microsoft Outlook App)

Technology Support

The New Road School has conducted surveys and determined the technology needs of its students. All students in need of hardware have been provided a Chromebook. As new needs arise, we will deliver a Chromebook to students. Two staff members have also been given Chromebooks. Additionally, hotspots will be explored for students that require such so that they can participate fully in an e-learning environment. If necessary, paper copies and handouts of instructional activities will be provided for any student.

For teachers, all technology questions and concerns should be directed to the School Technology Coordinator, Mr. Khadeiro Montana who can be reached at kmontana@nrsnj.com. They should cc their principal, Ms. O'Donnell at dodonnell@nrsnj.com.

Teachers who encounter issues with logins to Google classrooms, online TEs, student access to Google Classrooms should contact Dr. Ferguson at cferguson@nrsnj.com by email.

For all support issues email support@act-tek.com.

Parents will be provided with technology support through our IT personnel. For Google Classroom, parents will be provided with access information from our classroom teachers and our curriculum coordinator.

Equitable Access

Technology: The New Road School periodically surveys families to determine the technology needs of students. From this data, we discern the needs of our students and plan to provide options in the event of a long-term school closure. The information provided in this survey could only be seen by members of the administrative team and will not be shared.

If it was indicated that access to hardware was an issue for students, a member of the New Road Administration will contact the family to clarify and determine specific needs. The New Road School will leverage the learning platforms and hardware that we have available to provide equitable access to all of our students inclusive of Chromebooks and hotspots. If all efforts to provide technology are exhausted, all students will have access to learning through school provided instructional materials.

If needed, students will have access to download and print all materials prior to the commencement of remote learning days.

Meeting Nutritional Needs Continued Meal Service Plan:

New Road School has notified all sending districts their students who receive free or reduced lunch and will update this list for the 2023-2024. Each district will receive the student ID number, initials and status as free or reduced. We have also indicated to them that if they require the actual application, we can forward that as well. Per New Road School's correspondence with the Dept. of Agriculture, the sending districts can then include NRS students in their meal count for reimbursement. This process has been completed.

New Road School has sent out an automatic message that informed parents that if their child receives free or reduced lunch, they should follow the direction of their sending district in order to continue receiving meals during the closure. Districts have various plans for distributing food.

If a parent expresses concern about their meal service plan or needs to implement a plan, we will contact the sending district.

Communication

At any time, but even more so during a time of emergency, clear, concise communication is essential among all stakeholders. The New Road School Website will have a “landing place” that will direct users to all information pertaining to the COVID-19 and/or information relevant to the school closure.

The following protocols will be in place:

- 1: The Executive Director will cancel and announce cancellations of all large group activities if directed to do so by the NJ Health Department and/or the NJDOE via the County Superintendent.
- 2: The Principal will provide updates and the latest research information to staff, students, and parents via email and the school website.
3. The School Nurse will provide the Principal with preventative hygiene and information about respiratory etiquette. Hand washing signs will be in ALL bathrooms.

Secretarial Response to Parent Inquiries if in session:

- Parent phone calls that are received by the office staff will respond by using the phone script below:

Thank you for your phone call. We have information for parents about the Coronavirus that can be found on our School Website. This information can be found under Coronavirus - Parent Resources. If you have a more specific question, I can transfer you to Ms. O'Donnell, our Principal, who can provide you with more assistance.

Working with the Media:

All communication with the media will be done as per policy. If the Executive Director is unavailable, a proxy will be named. If questioned directly by a member of the media, don't respond with a “no comment” but rather direct them to our media consultant, Ms. Hockenjos.

Health and Safety Plan

New Road School of Ocean County Remote Emergency Closure Plan

Epidemic: A widespread occurrence of an infectious disease in a community at a particular time.

Pandemic: A disease prevalent over a whole country or the world.

No one knows when or how severe a pandemic outbreak might be. This plan was made to assist administrators and school personnel in the event of an outbreak of any kind (i.e. Pandemic Flu, Novel Virus, Measles, etc.).

This plan has five levels of response that will assist our school in preparing for a health-related emergency. Additionally, each year the members of the Emergency Response Team will meet to review and revise the plan as needed.

Level 1 Planning & Preparation (Mitigation/Prevention)

Health Officials are concerned that an emerging virus could cause a global pandemic. No confirmed cases in the school community. (Perhaps not even in the USA)

1. Schools are prepared for a pandemic.
2. Staff and students and parents are well informed and understand their roles in the prevention of community spread of the virus. Send letters home describing the virus and signs and symptoms. Educate about best practices to prevent the spread of the virus. Provide resources for parents (CDC, Local Health Dept., etc.)
3. Parents are informed to keep their child home if ill and to report any illness to the school.
4. Identify and purchase resources for immediate and long -term use (hand sanitizers, masks, gloves, cleaning products, hand soap, etc.). Each class should have supplies for disinfecting surfaces, especially computers and shared areas. All equipment for physical education and OT/OPT shall be properly disinfected.
5. Develop and print hand washing signs to display in all the bathrooms.
6. Establishment of an Emergency Response Team
 - Diane O'Donnell, Principal
 - Marissa DeFelice RN CSN
 - Dr. Carol Ferguson, Supervisor of Personnel/Staff Development
 - Jennifer Smith, Secretary
 - Tracie Kritch LCSW
 - Erica Marriaga LCSW
7. Establishment of a communication process with phone numbers of all staff, parents, guardians, etc. (up-to-date Master Class List).
8. Translate and distribute necessary information for ESL parents.
9. Staff meeting on NRS Remote Plan.
10. Plan for any students who rely on the school food program.
11. Plan for students' continuity of education (distance learning). Curriculum Coordinator will have a template in place for virtual learning. Staff In-Service will be provided.

***Identify the authority of declaring a public emergency at the state and local levels
Ocean County Board of Health 732-367-5500**

Governor of New Jersey

New Jersey Board of Education (nj.gov/education)

CDC Centers for Disease Control and Prevention (cdc.gov)

Level 2-Alert

Preparedness

Cases reported in the USA & possibly NJ

1. Send home a letter updating parents/guardians of the status of the virus. Reinforce prevention.
2. Define what NRS is doing to prevent exposure and spread (cleaning, increased disinfecting, possible restrictions on certain activities).
3. Staff meeting to go over Remote Plan and procedures. Make sure all staff have MCL and contact information from all students/parents. Prepare for possible closure and continuity of education.

Level 3-Standby

(Initiate Surveillance and Heightened Awareness)

Governor Murphy and or Ocean County Health Department sends a warning of suspected cases of concern within the state of New Jersey

1. Notify parents of heightened awareness and review prevention strategies. Stress keeping sick students home and reporting it to the school.
2. Monitor domestic and international travel of students.
3. Make plans for possible school closure. (Focus on medications, free lunch program, continuity of education, updated MCL.)
4. Monitor the health of students and staff with greater scrutiny.
5. Institute vigorous cleaning practices and omit activities of concern.

Level 4-Closing Schools

School closure ordered by NJ Governor and governing boards

1. Close schools as directed by the Governor of New Jersey, NJ Board of Health, NJ Board of Education, and NRS Administration.
2. Send home a letter explaining school closure and procedures to be followed. Translate letter if needed.
3. Call parents of students who have medications at school to schedule medication pick up if needed.
4. School Nurse to keep a continuous line of communication open to parents and families. School nurses must follow their responsibilities as outlined during school closure.
5. Administration to keep in constant contact with all teachers and staff regarding procedures and updates.

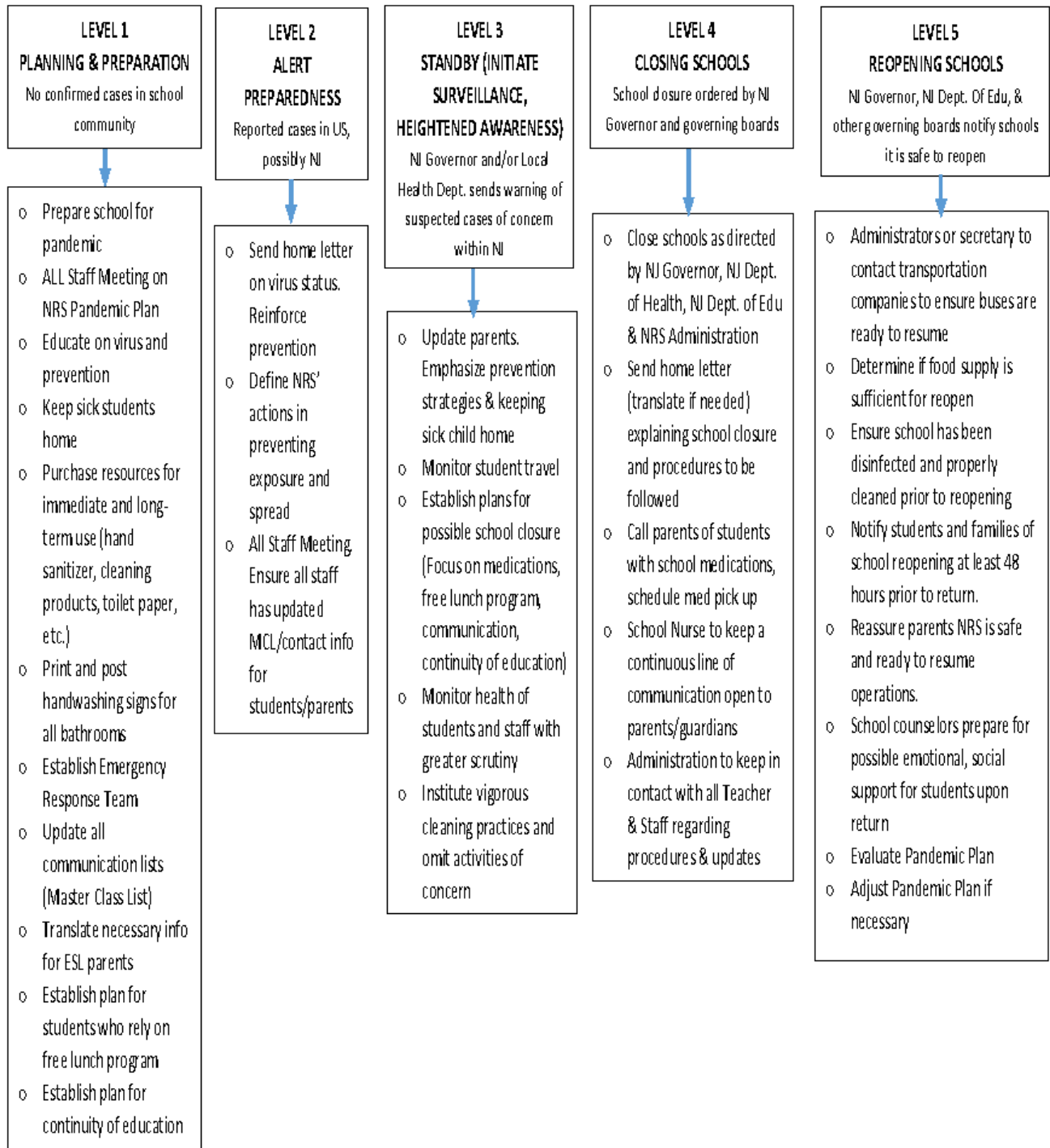
Level 5 –Recovery (Reopening of Schools)

New Jersey Board of Education and NJ Governor notify schools that the pandemic/need for virtual is over and Ocean County Schools can be reopened.

1. School Administrators will contact bus transportation to ensure everyone is ready to resume and that all vehicles were disinfected.

2. NRS to determine if there is enough food to reopen the school. Parents may need to send lunch in with their child.
3. Ensure the school has been disinfected and properly cleaned prior to reopening.
4. Communication to students and families that the school is reopening must go out at least 48 hours prior to the school reopening. Reassure parents that the NRS is safe and ready to resume operations.
5. The school counselors prepare recovery material and provide psychological-emotional support for students, staff and families as needed. (Remote learning and closing can have many implications for our students, and their needs will need to be assessed.)
6. Evaluate the success of the Remote Plan
7. Administration to adjust the Remote Plan as necessary.

NEW ROAD SCHOOL PANDEMIC PLAN



Facilities maintenance upon reopening

This plan includes a plan for aggressive cleaning to reduce the spread of germs. While daily cleaning always occurs for space occupied by students and faculty, an aggressive cleaning plan has been created to better meet the needs of the school during a pandemic outbreak.

The aggressive cleaning plan includes the following:

- Cleaning and disinfecting of all hard “hard surfaces” daily.
- Cleaning, disinfecting and sanitizing the main entrance and exits of both buildings after school start times, daily and nightly.
- Cleaning, disinfecting and sanitizing all door handles daily
- Cleaning, disinfecting and sanitizing all handrails daily.
- Disinfecting cafeteria tables and kitchen areas daily.
- Regular cleaning and disinfecting of Chromebooks/computers. This will be done in bulk and then on a bi-weekly basis as determined by the schedule.

Human Resources

If the school is closed for staff:

- Payroll will continue to be processed remotely. Employees will continue to be paid without interruption through direct deposit.
- Specific employee benefit questions or concerns can be emailed to the Human Resources Manager, Paulette Honeyghan, at phoneyghan@nrsnj.com

Essential Employees

<p><u>Teacher</u> Danielle DeCaprio Martha Mooney Amanda Gelenites David Rubin Emily Bussman Theresa Carr Patty Jo Tacy Michelle Hess Vicki Grant Michelle Parks Thomas Clifford Sandy Marande</p> <p><u>Therapists</u> Kelly Finley-Volk Tova Robinson Tracie Kritch Erica Marriaga Mary Buckley Marissa DeFelice</p> <p><u>Facility Manager</u> John Gellici</p> <p><u>Supervisor of Personnel</u> Dr. Carol Ferguson</p> <p><u>Supervisor</u> Robert Muller</p> <p><u>Administrative Assistant</u> Jennifer Smith</p> <p><u>Director/Principal</u> Diane O'Donnell</p>	<p><u>Paraprofessionals</u> Toni Amoruso Terry Becker Paula Block Danielle Burdi Carlotta Crawford Kristen Davies-Coleman Stephanie Diehl Kathy Direse Melissa Esposito Maggie Fleming Joseli Fort Elaine Ippolito Marcellus Jones Mackenzie Kertsz Lisa Lawson Carla McTigue Nicole Muroski Obiageli Obi Maureen O'Hara David Parks Danielle Pasqua Christina Patterson Nicole Pellegrino Toniann Pena Delaynee Pennell Andrea Ragsdale Steve Rossi Morgan Runk Janet Ryman Colleen Severin Jennifer Simpson Holden Sorensen Donna Tropiano</p>	<p><u>Business Office Essential Personnel</u></p> <p><u>Office Assistant</u> Barbara Arway</p> <p><u>Bookkeeper</u> Bonnie Chaimowitz</p> <p><u>Executive Director</u> Annette Hockenjos</p> <p><u>Human Resources Manager</u> Paulette Honeyghan</p> <p><u>Business Manager</u> Mary Anne McStravick</p> <p><u>Computer Technician</u> Khadeiro Montana</p> <p><u>Office Assistant</u> Mary Anne Montanari</p> <p><u>Accountant</u> Maleka Musliwala</p>
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Facilities

If the schools are closed for students, all facilities in the school will be closed with the following exceptions:

- Specific personnel deemed necessary in remediating the situation.
- Facility is inspected weekly for maintenance and repair issues.
- Vehicle batteries are removed and stored appropriately, keys are locked up, marking the vehicles out of service.
- Outdoor landscape maintenance is performed under contract.
- Facility cleaning service is providing periodic cleanings throughout the closure.
- Each Friday, all hard surfaces and occupied areas will receive deep cleaning, disinfecting and sanitizing.

Demographic Profile

New Road School Ocean has 60 students

Student Group

Students with Disabilities: 100%

Male: 45, 75%

Female: 15, 25%

Economically Disadvantaged: 40%

English Learners: 0%

Grades offered: PK-21

Student to Teacher Ratio: 4:1

Homeless: .01%

Racial and Ethnic Group

White: 59.3%

Hispanic 8.5%

Black or African American: 23.7%

Asian: 0%

Native Hawaiian or Pacific Islander: 0%

American Indian or Alaska Natives: 0%

Two or more Races: 8.5%

Paraprofessionals Job Description

Instructional Paraprofessional Responsibilities for Virtual Learning

- Work contracted hours of 8:30am-3:00pm, lunch is from 12:30pm-1:00pm.
- Find/create supplemental materials in reading and math for the teacher to use during online instruction
- Create Google Slides for the teacher to use on given reading/math topics
- Research
 1. Search websites for educational games
 2. Preview supplemental videos on YouTube on topics assigned by the teacher
 3. Search for virtual manipulatives and other supports online for math instruction
- Co-teach in the Google Classroom as assigned by the teacher
- Assist the teacher on Zoom or Google Meet with individualized instruction
- Put together fun packets for students to do at home that can be mailed. Put together suggestions for crafting projects or fun things that students can do at home with their families for recreation
- Assist teachers by going into school to scan work for teachers or students. Put work together that can be mailed out to the students as per the teacher's directive
- Participate in 4th quarter novel lessons on Google as directed by the teacher. Be available to support students in completing workbook pages Any other tasks to assist the student or the class as designated by the classroom teacher
- Participate in webinars and other professional development as designated by teacher or administration
- Any other tasks to assist the student or the class as designated by the classroom teacher

Personal Assistant Responsibilities for Virtual Learning

- Work contracted hours of 8:30am-3:00pm, lunch is from 12:30pm-1:00pm.
- Provide daily phone call check-in to their assigned student. Offer encouragement, assistance and support with work completion. Maintain rapport with students. Follow up daily with an email to the teacher summarizing the phone call and sharing any concerns.
- If the student receives a zoom individual lesson, participate in that lesson with the teacher.
- Assist teachers by going into school to scan work for teachers or students. Put work together that can be mailed out to the students as per the teacher's directive.
- Participate in 4th quarter novel lessons on Google, if applicable, as directed by the teacher. Be available to support students in completing workbook pages.
- Support the student with other lessons on the Google Classroom as directed by the teacher.
- Create supplemental activities for the individual student to do at home as prescribed by the teacher.
- Participate in webinars and other professional development as designated by teacher or administration.
- Any other tasks to assist the student or the class as designated by the classroom teacher.

Attendance

The New Jersey Department of Education (“NJDOE”) has stated that any day in which a district affected by a health-related school closure provides home instruction shall count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9. The provision of home instruction services should continue to be guided by N.J.A.C. 6A:16-10.1 and the district’s emergency closure school preparedness plan.

We will follow Remote Learning guidelines as outlined by the NJDOE. Students are marked present if they complete their daily coursework.

Daily Communication

- Teachers communicate daily with parents regarding their student’s progress.
- If a student is not participating in online instruction and/or submitting assignments, teachers reach out to parents to devise a plan for that student to be successful.
- If a teacher still cannot coordinate compliance of students in participation, they will contact their administrator and school social worker.
- The school administrator contacts the student’s case manager to notify and discuss the attendance issue.
- The school nurse sends attendance letters to the school district when the student is in excess of three absences for the week.

The remote learning attendance policy is aligned with New Road School’s and sending district’s attendance policy and how a student’s attendance will factor into promotion, retention and graduation.